



OFFICE OF HUMAN RESOURCES


Isiah Leggett
County Executive

Joseph Adler
Director

MEMORANDUM

March 4, 2014

TO: Executive Branch Department and Office Directors

FROM: Joseph Adler, Director
Office of Human Resources 

SUBJECT: Time Reporting and Codes to Track Expenses for Snow Storm
March 3, 2014 - Updated March 4, 2014

County Executive Isiah Leggett declared the following status of County Government operations for the time periods below:

Beginning Date	Ending Date	Status
Monday, March 3, 2014 12:00 a.m.	Monday, March 3, 2014 11:59 p.m.	General Emergency
Tuesday, March 4, 2014 12:00 a.m.	Tuesday, March 4, 2014 5:00 p.m.	Liberal Leave

GENERAL EMERGENCY

In periods of a General Emergency essential employees are required to work and receive General Emergency Pay. General Emergency Pay is additional pay or compensatory time earned by an employee at the regular hourly rate if the employee is required to work during the declared General Emergency period.

In periods of a General Emergency, non-essential employees must not report to work and should select "Admin Leave- General Emergency" in Mctime. In the event that the supervisor requires a non-essential employee to work and perform duties relating to the emergency or to their critical mission, that employee becomes an essential employee and should be paid General Emergency Pay.

PROJECT CODE

A special project code (2001868) has been created for use in tracking expenses directly related to the Snow Storm/Winter Weather Event that began on March 3, 2014. The following guidance is provided for tracking both personnel costs and operating expenses related to this event.

TIMEKEEPING GUIDANCE

There are specific timekeeping requirements for ALL employees during a declared general emergency.

In addition, time worked on activities DIRECTLY RELATED to the Snow Storm/Winter Weather Event (where time may be worked BEFORE AND AFTER the general emergency was declared) should be charged to the special project related codes set up for each department and employee.

Employees should access the Mctime website at the links below to determine the specific guidance that should be used in reporting their time.

Timekeeping Guidance for a Declared General Emergency

General emergency timekeeping guidance is applicable to all employees, but should only be used on the timecard for the time period of the declared general emergency on the first page of this memo. Non-essential employees, who are scheduled to work and did not work due to the General Emergency should select “Admin Leave- General Emergency” in Mctime.

Link: [Timekeeping Guidance for a Declared General Emergency](http://www.montgomerycountymd.gov/mctime/resources/files/data/general_emergency_guidance_rev_03052013.pdf)
(http://www.montgomerycountymd.gov/mctime/resources/files/data/general_emergency_guidance_rev_03052013.pdf)

Timekeeping Guidance for Time Worked on Activities Directly Related to the Event

If the employee directly worked on activities relating to the event and therefore requires the use of project/task/expenditure org on the timecard, employees should access the Expense Tracking Crosswalk on the Mctime website at the link below for the special project related codes set up for each department and employee.

Link: Expense Tracking Crosswalk – [Winter Wx Event March 3 2014 Crosswalk](http://www.montgomerycountymd.gov/mctime/Resources/Files/data/Crosswalk_Winter_Weather_Event_0322014.xls) -
(http://www.montgomerycountymd.gov/mctime/Resources/Files/data/Crosswalk_Winter_Weather_Event_0322014.xls)

Link: [Guidance for Recording Event Related Project/Task Codes](http://www.montgomerycountymd.gov/mctime/Resources/Files/data/Guidance_for_Event_Related_Specific_Project_Task_1b_28feb14.pdf) –
(http://www.montgomerycountymd.gov/mctime/Resources/Files/data/Guidance_for_Event_Related_Specific_Project_Task_1b_28feb14.pdf)

REMINDER to all Departments from OEMHS: Departments need to track the type of work being performed by all employees working on activities directly related to the event, for later coordination with OEMHS in determining expenditures eligible for federal reimbursement.

LIBERAL LEAVE

Liberal Leave means that non-essential employees may use Annual Leave, Comp Leave Supp, Comp Leave, Paid-Time-Off (PTO), or Leave-Without-Pay (LWOP) without prior supervisory approval for the time period of the Liberal Leave on the first page of this memo. Employees who worked receive regular pay for hours worked in accordance with Montgomery County Personnel Regulations, Section 10-15, Compensation of employees during a declared liberal leave period or local emergency, unless the terms of their respective Collective Bargaining Agreement dictate otherwise. There is no Liberal Leave for essential County employees. If you do not know whether you have been designated as essential or non-essential, please check with your supervisor or HR Liaison.

Link: [Liberal Leave Guidance](#)

(<http://www.montgomerycountymd.gov/mctime/Resources/Files/data/liberalleaveguidance01262011.pdf>)

Facility Closures

On March 4, 2014, there may have been closures at various County government locations.

- Employees who were scheduled to work and did not report to work due to facility closures are eligible for Administrative Leave. Employees should use the pay code **Admin Leave – Cnty Facility Clsd** to record the number of scheduled hours that were not worked, due to the closure of the facility. Please note, however, that if the employee already scheduled leave for March 4, 2014, they must take that pre-scheduled leave and not administrative leave.
- Employees who were sent home during their shift or reported but were prevented from working due to the closure of the facilities should also use the pay code **Admin Leave – Cnty Facility Clsd** to record the number of scheduled hours that were not worked. Please note, however, that if the employee already scheduled leave for March 4, 2014, they must take that pre-scheduled leave and not administrative leave.
- Employees who worked scheduled hours during any portion of the facility closures should code their timecard using the pay code **HOURS WORKED**.
- Employees who were directed to work additional hours at the request of their supervisors will be paid in accordance with the provisions of the Personnel Regulations or governing Collective Bargaining Agreement.

Questions regarding timekeeping may be directed to OHR Compensation, Lisa Craft-Woodard at 240-777-5075 or via email at lisa.craft-woodard@montgomerycountymd.gov or Lori O'Brien at 240-777-5032 or via email at lori.obrien@montgomerycountymd.gov. You may also contact the Mctime office via email at mctime@montgomerycountymd.gov. Questions regarding tracking for OEMHS may be directed to Debbie Greenwell at 240-777-2201 or via email at debbie.greenwell@montgomerycountymd.gov.

OPERATING EXPENSE GUIDANCE

Operating expenses and purchases that are directly related to this event must be charged to the designated PTAE0 code. For the project portion of the PTAE0 code, refer to the Expense Tracking Crosswalk referenced to above. For the award portion of the PTAE0, please use 'Split' for all operating expenditures, except for those where a P-Card is used. Additional information is provided below:

- If a Requisition and a Purchase Order are needed to make the emergency purchases, the PO must be coded to the designated PTAE0.
- If making a purchase using an exempt Purchasing Category (exempt from the PO process), the direct invoice must be coded to the designated PTAE0.
- If using a P-Card to make payment, you must re-allocate the charges to this PTAE0.

REMINDER to all Departments from OEMHS: Departments are reminded to retain all supporting documentation for expenses and purchases that might be needed to support any reimbursements.

If you have any questions related to the P-Card, please contact Sanjay Jhangiani via email at Sanjay.Jhangiani@montgomerycountymd.gov or at 240-777-8851. If you have any questions relating to using the PTAE0 when entering a direct invoice into Oracle, please call the Helpdesk at 240-777-2828, option 2 and ask for a ticket to be assigned to the ERP_AP group.

cc: Administrative Services Managers
and Functional Equivalents
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